



## CALIFORNIA – NEVADA ANNUAL CONFERENCE THE UNITED METHODIST CHURCH

P.O. Box 980250 / West Sacramento, California 95798 – 0250 (offices at 1276 Halyard Drive. W. Sacramento, 95691)  
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October 6, 2011

**Warner H. Brown, Jr.**  
*Resident Bishop*

**Superintendents:**

**Ted Virts**  
*Conference Superintendent*

**Renaë Extrum-Fernandez**  
*Bridges District*

**Kristie Olah**  
*El Camino Real District*

**Jerry Smith**  
*Great Northern District*

**Mariellen Yoshino**  
*Central Valley District*

Dear Sisters and Brothers in Christ,

Thank you for your continuing work on Christ's behalf.

This letter is about your annual report to the Cabinet regarding your work beyond the local church. It is important for the Bishop and Cabinet to be aware of your continuing ministry as we prepare for appointment making.

I'm sure you are aware that we have consolidated district offices to the District Administration Center in West Sacramento. The Center will take care of receiving and distributing your reports to your Superintendent, Bishop Brown and the Board of Ordained Ministry. I hope this will simplify your correspondence with us. What has not changed is that you are expected to continue to relate to a local church and the District Superintendent of that church.

The forms required forms are similar to prior years:

1. *The 2011 Appointment to an Extension Ministry or the 2011 Appointment of Deacon in Full Connection and Provisional Member in the Deacon Track* (whichever is appropriate to your standing with the conference). Note that this form asks the same questions as prior years. It has been retyped to allow for you to download the form on line and either email or send via postal service to the District Administration Center and to the Conference Relations Committee.
2. *The 2011 Extension Ministry and Deacon Report to the Cabinet and Request for Appointment.*
3. Review and update your *Clergy Profile*.
4. Finally, if you are willing and interested in providing consultation in your area of strength for our conference or circuits, please add this to your narrative report. We would be especially interested in knowing what you bring and any limitations or needs regarding time, travel or expenses.

All of these forms are available on the Conference website ([cnumc.org](http://www.cnumc.org)) under the Church Conference Forms heading in the right side column. If you need the material mailed to you, please contact Cindy Buna at the District Administration Center 916-374-1501.

The forms should be sent to the District Administration Center by DECEMBER 15, 2011 ([DistrictCenter@calnevumc.org](mailto:DistrictCenter@calnevumc.org) or District Administration Center, PO Box 980250, West Sacramento CA 95798-0250). In addition the forms should be sent to the Bishop of the area in which you serve, if other than the area in which you are a member.

These are important times in the denomination and in our Conference as we recommit ourselves to discipleship. Your work is an important part of our disciple making mission for the transformation of the world.

For the Cabinet,



Ted Virts  
Conference Superintendent